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FIFTH COMMITTEE
Agenda items 121 and 123

REVIEW OF THE EFFICIENCY OF THE ADMINISTRATIVE AND FINANCIAL FUNCTIONING OF THE UNITED NATIONS

PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1994-1995

Reorganization of the Department of Administration and Management

Report of the Secretary-General

I. INTRODUCTION

1. The Secretary-General submitted to the General Assembly at its forty-eighth session his proposals for the Organization's high-level posts for the biennium 1994-1995 (A/C.5/48/9 and Corr.1 and Add.1).

2. In that report, the Secretary-General set out the concepts underlying his approach towards the exercise of managerial responsibility within the Organization and addressed, inter alia, the management structure of the Department of Administration and Management, including the disposition of the four Assistant Secretary-General posts in the staffing table (See A/C.5/48/9, paras. 10-13).

3. In its review of that proposal, the Advisory Committee on Administrative and Budgetary Questions (ACABQ) expressed concern regarding a number of the features of the planned reorganization of the Department and requested the Secretary-General to submit a report further elaborating and justifying the proposal.

4. In section II, paragraphs 1 to 3, of its resolution 48/230 of 23 December 1993 on revised estimates (sections 25, Administration and management, and 31, Office for Inspections and Investigations), while approving the proposals related to the establishment of the Office for Inspections and

Investigations, the General Assembly decided to continue the current arrangements as contained in the report of the Secretary-General pending review of the issue at its resumed forty-eighth session.

5. In section V, paragraphs 1 and 2, of the same resolution, the General Assembly took note of the Secretary-General's report on high-level posts (A/C.5/48/9 and Corr.1 and Add.1) and endorsed the observations and recommendations of ACABQ in its related report (A/48/7/Add.2), in particular the recommendation that the Secretary-General should resubmit his proposals for the senior structure of the Department of Administration and Management, taking into account the relevant views and decisions of the General Assembly and the need to elaborate upon and fully explain and justify those proposals.

II. STRATEGIC OBJECTIVES

6. The Secretary-General's initiative for the reorganization of the Department of Administration and Management is part of a wider effort towards a more effective, revamped Secretariat, providing improved services to Member States. The main aim has been to achieve a more responsive, cost-effective, streamlined Secretariat structure, comprising a limited number of departments, each headed by an Under-Secretary-General responsible to the Secretary-General, with focused and precise terms of reference relating to a well-defined set of functions, and with clear lines of responsibility and accountability. A related aim has been to eliminate duplication and to achieve a higher level of organizational performance through measures to enhance institutional collaboration and coherence, both within and between departments.

7. In this context, as stated in the previous report submitted to the Assembly (A/C.5/48/9, para. 10), the Secretary-General accords very high priority to the effective and coherent exercise of administrative and management functions. He considers improvements in this respect as crucial to enhancing the responsiveness of the Secretariat to the changing requirements of the Organization and to improving services provided to Member States and to other parts of the Secretariat, as well as ensuring a timely flow of information and effective consultations between Member States and the Secretariat. In this regard, the Secretary-General has taken into account the concerns expressed by Member States in the course of their consideration of both the regular and the peace-keeping budgets.

8. The work of the Department responsible for these functions has a direct impact on the activities of all other parts of the Organization. The Department has traditionally suffered from fragmentation and a lack of coordination among its constituent parts. It should instead be organized and operate in a manner that spearheads change and actively supports the transformation of the Organization.

9. Accordingly, the Secretary-General's proposal outlined in the present report seeks to achieve three strategic objectives:

(a) A department with clear lines of policy and operational responsibilities and accountability;

(b) An integrated department in which there is constant interaction between its constituent parts in order to permit budgetary, personnel and other interrelated managerial considerations to be taken collectively into account in decision-making;

(c) A lean, streamlined department with minimum levels of management consistent with the scope and depth of activity.

III. FUNCTIONAL RESPONSIBILITIES

10. The functions of the Department fall into three broad areas: finance, human resources and supporting services and facilities.

11. In all areas of finance - programme planning and budgeting; financial and treasury management; and accounting management - deadlines are pressing, and there is an increasing number of requests for information, analysis, explanation and justification whether from within the Secretariat or from various legislative bodies and other entities, as well as competing demands for services within the Secretariat. The rapid expansion of the peace-keeping activities of the Organization in recent years has led to vastly increased demands for administrative support services.

12. This has an impact on strategic planning and management for the finance function as a whole and requires an especially concentrated response from the top executive level. This consideration applies to organizational financing in general, but particularly to programme planning and budgeting, which are the means through which the Secretary-General conveys his vision and proposals to Member States for the activities of the Secretariat in terms that can be acted upon and measured.

13. Human resources management is now concentrated on recruitment and staff administration. Insufficient emphasis has been given to managerial requirements in areas such as staff training and development, executive resource identification and planning, as well as career management and development. The unprecedented number of staff serving in missions has introduced an important new dimension to these requirements.

14. Conference and support services involve essential facilitating functions of communication among Member States (conference services), as well as the provision of services for the Organization as a whole through facilities management, procurement and transportation, electronic support and security and safety. Each of these sub-areas, if not well managed and controlled, entails high risk for the successful functioning of the United Nations and the perception of the United Nations as an efficient Organization.

15. Finally, these three functions taken together are characterized, at present, as being loosely coordinated; greater integration and therefore enhanced coordination of the three major functions within the Department must be achieved.

IV. ORGANIZATIONAL RESPONSE

16. With the Secretary-General's strategic objectives in mind and taking into account the views expressed by ACABQ and the General Assembly, the Secretary-General hereby submits a revised managerial structure for the Department. The structure would comprise the Under-Secretary-General for Administration and Management, supported by three assistant secretaries-general for programme planning, budget and accounts; human resources management; and conference and support services, respectively.

17. The objective of clear lines of responsibility and accountability requires, in the first instance, a clear definition of the authority and scope of responsibilities of the Under-Secretary-General in relation to each of the functions entrusted to the Department, as well as in relation to those of the assistant secretaries-general supporting him.

18. The Secretary-General regards the Under-Secretary-General as the official primarily responsible for assisting and advising him in policy-making in all areas of financial, personnel and support services management, and fully accountable to him for the effective implementation of policies in each of these areas.

19. This implies, in the first instance, that the Under-Secretary-General will exercise overall responsibility for the management of United Nations financial resources. In this regard, it is intended that the Under-Secretary-General will assume direct line responsibility for financial management and control. This will ensure that the Under-Secretary-General is substantively involved in the management of United Nations financial resources, including the funding of the Organization, a critical concern of the Secretary-General and Member States in recent years.

20. In the area of human resources management, the Under-Secretary-General will exercise overall policy control for the effective implementation of the decisions of Member States and the directives of the Secretary-General, as well as furthering the crucial coordination of personnel and financial policies.

21. The Under-Secretary-General's responsibilities will also include policy oversight for the effective delivery of support services to Member States, the Secretariat and other entities, including ensuring essential linkages with other departments in areas such as procurement.

22. Thus, the Under-Secretary-General, as the official ultimately accountable, will be actively involved in each functional responsibility and serve as the collective leader rather than merely as the head of the Department.

23. The objective of accountability and responsibility is furthered by the designation of three assistant secretaries-general who, in addition to assisting the Under-Secretary-General in overall policy-making, will serve as operational managers in their respective areas.

24. One assistant secretary-general, the Controller, will focus on the subfunctions of finance relating to programme planning and budgeting, which

includes close and continuous monitoring in the expanding area of peace-keeping financing, and accounts.

25. The Assistant Secretary-General for Human Resources Management will serve as the operational manager for personnel administration and carry forward the needed reforms to strengthen staff training, resource identification and planning and career management and development.

26. The Assistant Secretary-General managing conference and support services, including development and implementation of the Integrated Management Information System (IMIS), will be assisted in his managerial responsibilities by two deputies at the director level responsible for supervising the two large services involved on a day-to-day basis.

27. The strategic objective of integration of these functions is advanced in organizational terms by key senior managers working closely together i.e. participating collectively in policy determination, understanding and dealing with conflicting demands and pressures, ordering priorities and monitoring performance and follow-up.

28. Thus, as a further means for the integration and coordination of the three functions covered by the Department, it is intended to establish, at the highest level, a consolidated "front office" comprised of the Under-Secretary-General and the three assistant secretaries-general, with supporting staff. This organizational device will help to foster integration through common planning, easy and frequent cross-functional communication and the development of a collective sense of accountability and responsibility for the total strategic effort, not just parts of it.

29. The strategic objective of a lean, streamlined department has been the focus of restructuring since 1992 with the number of senior posts (D-2 level and above financed from the regular budget) reduced during this period from 19 in 1992 to 15 with the present proposal. Vis-à-vis the previous proposal, while an additional assistant secretary-general position is proposed for the human resource management function, the overall number of senior posts remains at 15. The organization outlined in the present report preserves a lean management structure, while ensuring that the restructured Department will be responsive to the needs of the Organization and its Member States.

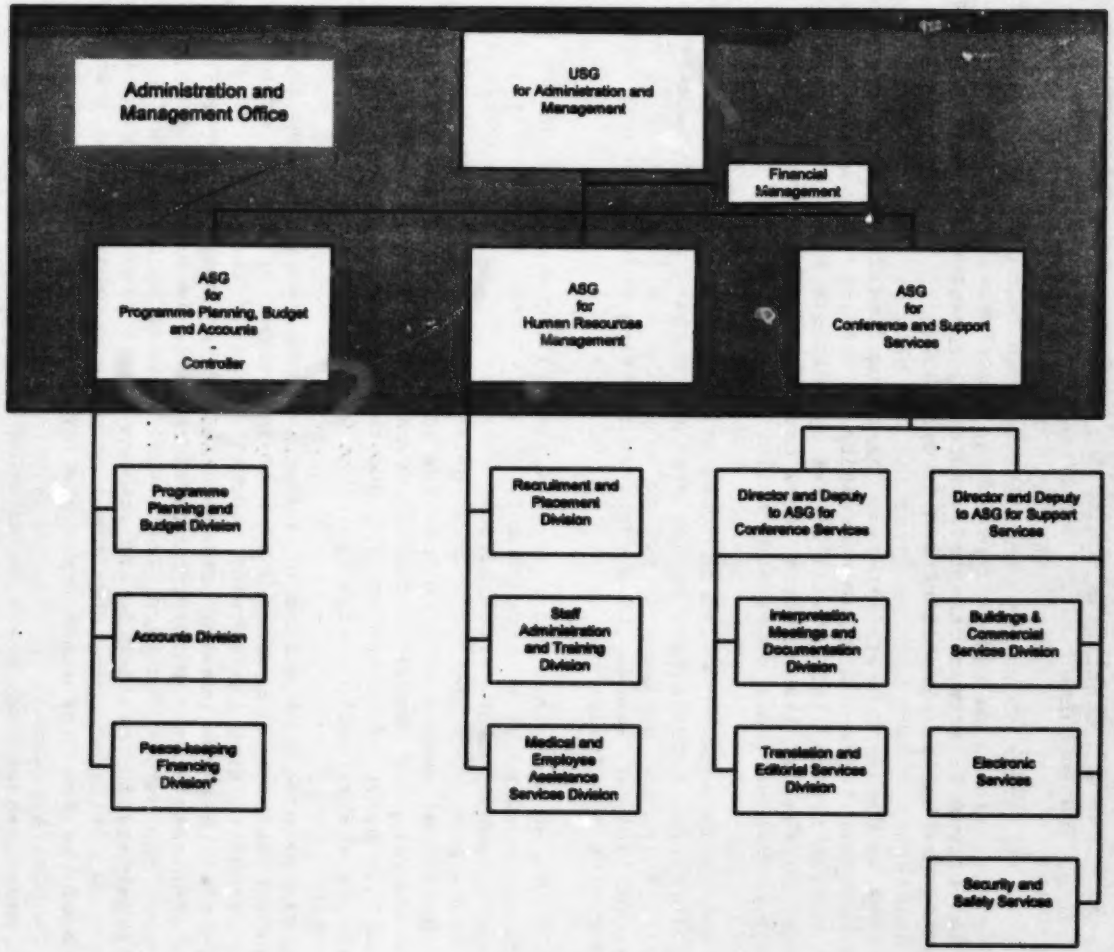
30. An organizational chart is attached as annex I. The implications for the staffing table of the Department are set out in annex II.

Annex I

PROPOSED ORGANIZATION OF THE DEPARTMENT OF ADMINISTRATION AND MANAGEMENT

Mission:
Policy development, coordination and integration for three functions: finance, human resources and services and facilities

Mission:
Operations, ASG-level office head


Administration and Management Office
USG for Administration and Management
Financial Management
ASG for Programme Planning, Budget and Accounts - Controller
ASG for Human Resources Management
ASG for Conference and Support Services
Programme Planning and Budget Division
Accounts Division
Peace-keeping Financing Division*
Recruitment and Placement Division
Staff Administration and Training Division
Medical and Employee Assistance Services Division
Director and Deputy to ASG for Conference Services
Interpretation, Meetings and Documentation Division
Translation and Editorial Services Division
Director and Deputy to ASG for Support Services
Buildings & Commercial Services Division
Electronic Services
Security and Safety Services

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* Financed from the peace-keeping support account.

Annex II

PROPOSED STAFFING OF THE DEPARTMENT OF ADMINISTRATION AND MANAGEMENT AT THE SENIOR LEVEL

1. The proposed restructuring of the Department of Administration and Management calls for 15 senior-level regular budget posts (D-2 and above); the same number would have been required for the original restructuring proposal submitted in document A/C.5/48/9 and Corr.1 and Add.1. By its resolution 48/230 of 23 December 1993, the General Assembly, in effect, authorized only 14 senior level posts financed from the 1994-1995 programme budget since the redeployments proposed by the Secretary-General were not approved pending submission of the present report.

	Original proposal	Current proposal	1994-1995 budget
USG	1	1	1
ASG	2	3	4
D-2	12	11	9
Total	15	15	14

2. As a result, there is one less D-2 in the general services area than prudence dictates. In addition, one of the four assistant secretary-general posts has been temporarily redeployed to the Office for Inspections and Investigations following approval by the General Assembly of the Secretary-General's proposal to establish that Office (see resolution 48/230), further reducing the number of available posts in the Department of Administration and Management financed from the programme budget to 13.

3. Within the Department of Administration and Management, the 15 senior-level posts requested in the current proposal would be distributed as follows:

Functional areas	USG	ASG	D-2	Total
Office of the USG	1		1	2
Prog./budget/accounts		1	2	3
Human resources		1	3	4
Conf. and support services		1		1
Conference services			3	3
support services			2	2
Total	1	3	11	15

4. As indicated above and in accordance with paragraph 19 of the present report, the Division of Financial Management and Control with the treasury functions will be redeployed to the Office of the Under-Secretary-General.

5. The temporary redeployment of the assistant secretary-general post to the Office for Inspections and Investigations (section 31) needs now to be formally approved as well as the proposed redeployment to the Department of Administration and Management (section 25) of two D-2 posts, one from the Department of Political Affairs (section 3) and the second from the Department for Development Support and Management Services (section 10) to arrive at the 15 senior-level posts that are necessary for the efficient management of the Department as explained in the present proposal without a net increase in the overall number of senior-level posts in the Secretariat. These redeployments, which would result in savings of US$ 56,700, are illustrated below:

Section	ASG	D-2	Total	Thousands of United States dollars
25 Department of Administration and Management	(1)	2	1	232.9
3 Department of Political Affairs	-	(1)	(1)	(327.8)
10 Department for Development Support and Management Services	-	(1)	(1)	(271.1)
31 Office for Inspections and Investigations	1	-	1	309.3
Net change	-	-	-	(56.7)

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PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1994-1995

Abolition of 19 posts in the Office of Conference Services

Report of the Secretary-General

I. INTRODUCTION

1. In its resolution 48/228, section II, paragraph 41, the General Assembly requested the Secretary-General to submit a report to the Assembly at its resumed forty-eighth session giving justification for his proposals to abolish 19 posts in the Office of Conference Services, describing carefully the impact of such proposals on the activities of the Office and programme delivery and to submit proposals in that regard.

2. Of the 19 posts proposed for abolition in the proposed programme budget for 1994-1995 (see A/48/6, para. 25E.9), 16 were in the translation services, 2 in the interpretation service and 1 in the publishing service. The abolition of the interpreter posts will be offset by the recruitment of freelance interpreters as required to ensure programme delivery.

II. EVOLUTION OF THE TRANSLATION WORKLOAD AT HEADQUARTERS

3. Since the adoption of General Assembly resolution 48/228, the actual workload statistics for 1992-1993 have become available, and the assumptions on which the budgetary proposals were based have been re-examined. The statistics show that the translation workload at Headquarters increased 19.5 per cent in 1992-1993 over 1990-1991, when the translation workload had already returned to the level existing prior to the 1987 financial crisis. To put this workload in perspective, statistics have been compiled, drawing on the proposed programme budgets going back to 1972-1973, and are shown in the table below.

Workload statistics for translation, Headquarters, 1972-1993 a/

Biennium	Thousands of words	Percentage change compared with previous biennium
		%
1972-1973	136 242	
1974-1975	150 932	10.8
1976-1977	146 161	-3.2
1978-1979	141 386	-3.3
1980-1981	132 088	-6.6
1982-1983	161 140	22.0
1984-1985	153 500	-4.7
1986-1987	149 804	-2.4
1988-1989	140 689	-6.1
1990-1991	154 778	10.0
1992-1993	184 924	19.5

a/ Excluding contractual translation.

4. As can be seen, the 184.9 million words, the equivalent of 560,303 pages, translated and/or revised in 1992-1993 was the highest level ever experienced. The increase of 19.5 per cent over the previous biennium compares with workload projections in the proposed programme budget for 1994-1995 of 11.1 per cent over the 1990-1991 level. Thus, the language services had to cope with a level of demand, especially towards the end of 1993, that could not have been foreseen on the basis of past experience.

5. The reasons for this level of demand need to be analysed. Undoubtedly, the increased activity of the Security Council is a major factor. To illustrate, there were 124 meetings of the Security Council in 1988-1989, 123 in 1990-1991 and 304 in 1992-1993. The number of consultations of the whole rose from 142 in 1988-1989, to 195 in 1990-1991 and 441 in 1992-1993. Translation workloads relating to political and Security Council activities increased from 39,600 pages in 1988-1989 to 71,500 in 1990-1991 and 160,300 in 1992-1993. Aside from the requirements of the Security Council itself, the expansion of peace-keeping operations has also increased the related work of the General Assembly, which

approves their financing. There have also been other new areas of activity, such as sustainable development. A proliferation of documentation may be characteristic of the early phases of programme development, when there is typically a surge of activity as a new policy issue is studied from various aspects. The experience with the 1992 United Nations Conference on Environment and Development is in some ways reminiscent of the spur in growth in the economic and social areas in the 1970s and early 1980s. That development, it may be recalled, was followed by the institution of measures to control and limit documentation.

6. The Secretary-General appreciates that Member States have recognized the need to reinforce measures to control and limit documentation. In particular, the Committee on Conferences has recommended new measures to ensure the optimum utilization of conference services (A/48/32/Rev.1, annex II) and urged intergovernmental bodies to improve their procedures and reduce their documentation requirements, including requirements for meeting records. The General Assembly has recommended that those measures be implemented as applicable by all subsidiary organs (resolution 48/222). The Secretary-General has established an interdepartmental task force to enforce the regulations on the control and limitation of documentation, particularly the timely submission of documentation by substantive departments to the Office of Conference Services for processing and the observance of the maximum length of documentation, as well as to bring to the attention of Member States the views of the Secretary-General on areas where documentation might be reduced.

7. Not only has there been an increase in the volume of the work, but there have also been major changes in the calendar of conferences that have changed the pattern of meetings. The General Assembly has been increasingly holding resumed sessions in the first half of the year, and the Economic and Social Council has changed the timing and venue of its sessions. In addition, there have been other changes in the number and distribution of meetings with the restructuring of intergovernmental bodies in the economic and social areas. While some of these changes are in line with the recommendations of the Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations, 1/ as approved by the General Assembly in resolution 41/213, these changes none the less add to the unpredictability of the pattern of meetings at this time.

III. RATIONALE FOR THE ABOLITION OF THE 19 POSTS

8. The abolition of 19 posts in the Office of Conference Services should be considered in the framework of the overall level of resources requested in section 25E of the proposed programme budget for the biennium 1994-1995. Permanent conference-servicing resources are normally programmed below the projected workload levels and are augmented when necessary through the use of temporary staff. This makes it possible to adjust the staffing level to peak workload requirements at particular times of the year and to avoid the costs of unutilized capacity. Furthermore, the Secretary-General has proposed total resources for permanent and temporary staff, including a significant increase in the appropriation for temporary staff compared with the initial appropriation for 1992-1993, based on the level of estimated actual 1992-1993 expenditures.

9. Taken together with the abolition of the 19 established posts, therefore, the Secretary-General's proposed programme budget involved some shift of resources from permanent to temporary staff, but did not reduce the overall resources proposed for staffing in the Office of Conference Services. Accordingly, the abolition of 19 established posts should not, by itself, have an adverse impact on the delivery of conference services in 1994-1995. Delays in the issuance of documentation and any possible decline in quality that are attributable to the factors outlined in paragraphs 3 to 7 above, including the late submission of documentation by substantive departments, will be addressed within their relevant contexts.

10. In addition, as indicated in the proposed programme budget, efforts will continue to increase productivity in conference services through improved management and further investment in technological innovations. The possibilities of shifting work among conference centres is also being fully explored to improve the overall utilization of capacity. Collaboration with substantive and technical secretariats will be strengthened to ensure the most efficient use of resources, and measures approved by intergovernmental bodies to reduce documentation and interpretation requirements will be implemented. As requested by the General Assembly, the Secretary-General is reviewing the organization, management and resource requirements of the Office of Conference Services.

IV. CONCLUSIONS

11. In compliance with General Assembly resolutions 46/190 and 47/202 C, the Secretary-General is continuing to review the organization and management of the Office of Conference Services. In resolution 48/228, section II, paragraph 42, the General Assembly requested the Secretary-General to submit a comprehensive study on the organization, management and human resource requirements of conference services as a basis for the consideration of his programme budget proposals for 1996-1997. The Secretary-General intends to review the level of permanent conference-servicing capacity as part of that study and, based on the results, to make proposals in the proposed programme budget for 1996-1997. As part of that study, the Secretary-General also intends to review the methods being used to forecast demand and to try to develop better cost information that, in the longer run, would facilitate Member States' making an assessment of the volume, quality, timeliness and cost of the services with which they wish to be provided.

12. Also, in resolution 47/202 B, paragraph 16, the General Assembly decided to undertake a comprehensive review at its forty-ninth session of, inter alia, the need for and usefulness and timely issuance of verbatim and summary records on the basis of a report to be submitted by the Secretary-General. At its forty-seventh and forty-eighth sessions, the Assembly requested intergovernmental bodies to review their entitlement to verbatim or summary records. The Assembly may therefore decide to modify such entitlements as a result of its deliberations during the forty-ninth session, with consequences for conference-servicing requirements.

13. At this juncture, it is difficult to predict how the demand for conference services will evolve. Furthermore, as can be seen from the statistics for the past 20 years, the workload may vary from one biennium to the next. At the same time, productivity has been increasing and, with the continued application of technological innovations, this trend should continue. The Secretary-General intends to keep under review the relationship between conference-servicing requirements and programmatic growth with a view to ensuring an acceptable level and quality of services. The appropriate balance between permanent and temporary staff will also be kept under review.

Notes

1/ Official Records of the General Assembly, Forty-first Session, Supplement No. 49 (A/41/49).

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PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1994-1995

Revised estimates under sections 3 and 8

Africa: critical economic situation, recovery and development

Report of the Secretary-General

1. The present report is submitted in response to section II, paragraph 19, of General Assembly resolution 48/228 (A) of 23 December 1993, which requested the Secretary-General to consider the creation of a new budget section relating to the United Nations New Agenda for the Development of Africa in the 1990s with recommendations for additional resources and to report thereon to the General Assembly at its resumed forty-eighth session. It deals with the activities emanating from the intergovernmental process on the New Agenda and proposes additional resources in the amount of $428,500 required for the further implementation of the decisions of the General Assembly, to be met from within the overall 1994-1995 appropriation through redeployment from programme 8, Elimination of apartheid, of section 3C, Department of Political Affairs II.

2. By its resolution 45/253 of 21 December 1990, the General Assembly, acting upon the recommendation of the Committee for Programme Coordination (CPC) at its thirtieth session, held in 1990, established a separate programme in the medium-term plan for the period 1992-1997 - programme 45, Africa: critical economic situation, recovery and development. By the same resolution, the Assembly designated the programme as one of the broad sectoral priorities of the medium-term plan. By its resolution 46/185 B of 20 December 1991 on the programme budget for the biennium 1992-1993, the Assembly, acting upon the recommendation of (CPC) at its thirty-first session, approved the proposal to establish a separate, identifiable and visible unit for Africa within the former Office of the Director-General for Development and International Economic Cooperation. The Assembly also approved the proposal that the implementation of a number of specific activities under the programme be assigned to the Economic Commission for Africa (ECA) and the Department of Public Information. Initially, the

Office of the Director-General provided overall coordination and leadership. ECA exercised team leadership and responsibility for coordination and cooperation at the regional level in the implementation of the programme. The Department of Public Information was responsible for a special programme for highlighting African economic concerns.

3. Following the adoption in December 1991 of the New Agenda, contained in annex II to General Assembly resolution 46/151 of 18 December 1991, programme 45 was revised to integrate fully all elements of the New Agenda. The broad priority of the programme in the context of the medium-term plan for the period 1992-1997, as revised was further reaffirmed by the Assembly in its resolution 48/214 of 23 December 1993.

4. Following the restructuring of the Secretariat in the course of the biennium 1992-1993, the institutional structure for the programme has been modified and strengthened. The Office of the Special Coordinator for Africa and the Least Developed Countries, headed by a secretariat official at the D-2 level, has been established within the Secretariat. Currently, the Office is part of the Department for Policy Coordination and Sustainable Development. The General Assembly in the context of its approval of the programme budget for the biennium 1994-1995, has approved the activities and resources for the programme in the amount of $3,102,400 under section 8 of the budget, including the additional activities and resources in the context of the implementation of resolution 48/214 of 23 December 1993. The activities and resources under the programme are detailed in documents A/48/6 (Section 8) and A/C.5/48/64. The responsibilities entrusted to ECA and to the Department of Public Information have remained unchanged and are also financed from the $3,102,400 appropriated under section 8.

5. The present arrangements for programme 45, Africa: critical economic situation, recovery and development, ensure a distinct identification of the activities and resources relating to the New Agenda in the United Nations programme budget and of the Office of the Special Coordinator for Africa and the Least Developed Countries within the Secretariat. At the same time, the arrangements provide, through the Under-Secretary-General for Policy Coordination and Sustainable Development, effective high-level leadership and coordination of the activities with various organizational units of the Secretariat concerned, as well as with the United Nations Development Programme (UNDP) and other programmes, funds and agencies of the United Nations system, on implementation of the programmed activities. The present arrangements also provide for administrative flexibility in the day-to-day implementation of the programme, making it possible for the programme to draw upon and benefit from the resources available within section 8 as a whole. If the resources for programme 45 were to be included in a separate section of the programme budget, such flexibility would no longer exist as the Secretary-General does not have the authority to redeploy funds between sections of the programme budget. The existing arrangements, therefore, would appear to be the most effective, and it would seem desirable to maintain them. The issue should be looked at again at a later stage in the light of the review of the implementation of programme 45 by CPC, which will undertake an in-depth evaluation of the programme in 1996.

6. The following activities and resources are proposed, taking into account section II of General Assembly resolution 48/228 (A), in addition to those already approved for programme 45:

(a) The organization, in 1995, of five ad hoc expert groups on the promotion of the priorities of the New Agenda. Themes to be discussed include capacity-building, development of the private sector, investment promotion, trade, diversification of economies, commodities and marketing of commodities. The venues of the meetings will be Abidjan, Harare, Nairobi, Tunis and Yaoundé. Each meeting would be attended by 20 participants. The related costs, including those for travel of staff, would amount to $160,000. Preparation of discussion papers on the various themes on the agendas of the meetings would require consultancy services estimated at $34,000;

(b) Within its outreach and coordinating mandate, the Office of the Special Coordinator will prepare a report on the causes and consequences of conflict on socio-economic development in Africa. The overall theme will cover conflict prevention, management and resolution, focusing on conflict prevention from economic perspectives. An amount of $35,000 will be required for consultancy services and for external production of the report;

(c) An Asia-Africa seminar would be organized in 1994 to enhance South-South cooperation as follow-up to the implementation of the Declaration adopted by the Tokyo International Conference on African Development and the New Agenda; a workshop would also be held in 1995 jointly with ECA and the Organization of African Unity (OAU) on the practical means to apply the principles of the Tokyo Declaration in national development policies and programmes. The preparation of the Asia-Africa seminar would require consultancy services estimated at $17,500 for the preparation of discussion papers on the themes of human resource and institutional development, and development finance, and $15,000 for the travel of staff. The preparation and holding of the workshop on the practical means to apply the principles of the Tokyo Declaration would require consultancy services estimated at $17,500 and travel of two staff to attend the meeting ($7,500);

(d) An amount of $30,000 was provided for a study to improve further financial intermediation systems and practices in African countries, which was requested in Assembly resolution 48/214. The scope of this study would be expanded to include three case studies of countries with advanced, medium and underdeveloped financial intermediation systems. This would require additional consultancy services in the amount of $75,000;

(e) In the context of the activities of the Inter-Agency Task Force on African Economic Recovery and Development, it is estimated, in the light of experience, that ECA would require an additional six work-months of general temporary assistance at the P-4 level to facilitate data gathering, analysis and reporting. The related costs would amount to $67,000.

7. The resource requirements estimated in paragraph 6 above are summarized as follows:

		Department for Policy Coordination and Sustainable Development	ECA	Total
		(United States dollars)		
(a)	General temporary assistance	-	67 000	67 000
(b)	Consultants	169 000	-	169 000
(c)	Ad hoc expert groups	126 000	-	126 000
(d)	Travel of staff	53 500	3 000	56 500
(e)	Contractual services	10 000	-	10 000
	Total	358 500	70 000	428 500

8. The total additional requirements in relation to the New Agenda are estimated at $428,500. It would be the intention of the Secretary-General to finance these additional requirements from within the overall 1994-1995 appropriation through redeployment of an equivalent amount of resources from programme 8 Elimination of apartheid, of section 3, Political affairs.

9. Given the developments in South Africa, the funds appropriated under the programme "Elimination of apartheid" would not be utilized in full for the purpose originally intended. It is proposed, therefore, to redeploy a portion in the amount of $428,500 of the resources currently appropriated for the programme "Elimination of apartheid" from section 3, Political affairs, to section 8, Department for Policy Coordination and Sustainable Development, to finance the additional requirements under the programme "Africa: critical economic situation, recovery and development". A report on the disposition of the resources currently appropriated in the programme budget for the biennium 1994-1995 for activities against apartheid would be submitted to the General Assembly at its forty-ninth session.

10. In summary, should the General Assembly approve the proposals of the Secretary-General contained in the present report, a transfer of appropriations between sections would be required as follows:

(United States dollars)

Section 3	(428 500)
Section 8	428 500
Total	-

This would be reflected in the revised appropriations to be adopted by the Assembly at the end of its forty-ninth session.

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PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1994-1995

Proposed reclassifications of posts

Report of the Secretary-General

I. INTRODUCTION

1. In the proposed programme budget for the biennium 1994-1995, the Secretary-General proposed the reclassification of 42 posts at the Professional level, 3 to a lower level and 39 to a higher level. The Advisory Committee on Administrative and Budgetary Questions (ACABQ), in paragraphs 62 and 63 of its report on the proposed programme budget for the biennium 1994-1995, 1/ expressed the view that, in a number of instances, there was almost no analysis or justification for the proposed reclassifications. The Committee was of the opinion that any consideration of reclassification should be deferred until it could be considered by the Advisory Committee on the basis of a resubmission from the Secretary-General that would contain adequate justifications and would be based on the result of a completed internal review process. By its resolution 48/228, the General Assembly approved the comments and recommendations of the Advisory Committee.

2. The present report proposes the reclassifications of 37 posts, based on the results of the completed internal review process. These posts and the section of the programme budget in which they are located are as follows:

	Budget section	Proposed reclassification	Title of post
1	Overall policy-making, direction and coordination	1 D-1 to P-5	Executive Secretary Board of Auditors
3B	Department of Political Affairs	1 D-1 to D-2	Director Office for Disarmament Affairs
3D	Department of Political Affairs	1 D-1 to D-2	Director Office for Outer Space Affairs
5	International Court of Justice	1 P-3 to P-4	Head Librarian
		1 P-2 to P-3	Head, Archives and Distribution Service
		1 P-2 to P-3	Head, Shorthand and Typewriting Department
7	Legal activities	1 P-4 to P-5	Executive Officer
		1 P-4 to P-3	Administrative Officer
9	Department of Economic and Social Information and Policy Analysis	1 P-5 to D-1	Chief of Environment and Energy Statistics Branch
15	Economic Commission for Africa	1 P-2 to P-3	Recruitment Officer
		1 GS local level to P-2	Head Nurse
16	Economic and Social Commission for Asia and the Pacific	1 P-4 to P-5	Chief, Statistical Development Section
		1 P-3 to P-4	Chief, Statistical Information Services Section
18	Economic Commission for Latin America and the Caribbean	1 GS local level to P-2	Economist
		1 GS local level to P-2	Librarian
19	Economic and Social Commission for Western Asia	1 P-4 to P-5	Senior Statistician
		1 GS local level to P-2	Public Information Officer
		1 GS local level to P-2	Industrial Development Officer
		1 GS local level to P-2	Printing Officer
		1 GS local level to P-2	Economic Affairs Officer

Budget section		Proposed reclassification	Title of post
24	Department of Public Information	1 D-2 to D-1	Deputy Spokesperson
25B	Office of Programme Planning, Budget and Finance	1 P-5 to D-1	Chief, Contributions Section
		1 P-2 to P-3	Finance Management Officer
		1 P-2 to P-3	Programmer/Analyst
25C	Office of Human Resources Management	1 P-5 to D-1	Chief, Professional Staffing Service
25E	Office of Conference Services	1 P-5 to D-1	Chief, Verbatim Reporting Section
		1 P-4 to P-5	Coordinator, Contractual Translation
		1 P-2 to P-3	Chief, Production Control Unit
25H	United Nations Office at Geneva	1 P-3 to P-4	Chief, General Accounts Unit
		1 P-3 to P-4	Head, Telecommunications Unit
31	Office of Inspections and Investigations	3 P-2 to P-3	Auditors
Income section 3 United Nations Postal Administration		1 P-4 to P-5	Chief, European Office
		1 P-2 to P-3	Chief, Operations Unit
	Sales section	1 P-3 to P-4	Sales Officer
		1 GS principal level to P-2	Sales Officer

3. Eight of the proposals relate to reclassifications from the General Service to the P-2 level. Seven result from the initial classification review of General Service posts at non-headquarters duty stations: two in the Economic Commission for Latin America and the Caribbean (ECLAC), one in the Economic Commission for Africa (ECA) and four in the Economic and Social Commission for Western Asia (ESCWA).

II. JUSTIFICATION OF RECLASSIFICATIONS

A. Overall policy-making, direction and coordination (sect. 1, para. 1.23)

D-1 to P-5, Executive Secretary, Board of Auditors

4. The post of Executive Secretary of the Board of Auditors was classified at the P-5 level. The level and the functions of the post at the time of the classification review were found to meet the criteria for classification at the P-5 level as the main functions of the Executive Secretary are to provide technical and administrative support to the work of the Board.

B. Department for Political Affairs (sect. 3, para. 3B.44)

D-1 to D-2, Director, Office for Disarmament Affairs

5. The functions of this post consist of the provision of advice to the Secretary-General through the Under-Secretary-General for Political Affairs and the undertaking of responsibilities related to disarmament matters. The Director provides authoritative analysis and assessment of developments in the field of disarmament and international security for policy guidance and decision-making purposes. The Director also provides overall policy direction, management, supervision and guidance regarding organizational, administrative and substantive matters for which the Office is responsible.

6. The functions in the field of disarmament were carried out, on behalf of the Secretary-General, by an Under-Secretary-General, who was head of the Department for Disarmament Affairs. With the restructuring of the Secretariat, the former Department is now part of the Department of Political Affairs. The same functions previously carried out by the Under-Secretary-General are mutatis mutandis performed by the Director of the Office for Disarmament Affairs.

C. Office for Outer Space Affairs (sect. 3D, para. 3D.3)

D-1 to D-2, Director of the Office for Outer Space Affairs

7. As more and more Member States have acquired both peaceful and military capabilities in space, the activities of the Office for Outer Space Affairs have assumed a major international role in promoting the peaceful and cooperative uses of this environment. There has been an increase in the volume and complexity of the work programme of the Committee on the Peaceful Uses of Outer Space, its legal and scientific and technical subcommittees, pursuant to General Assembly resolutions, as a result of the growing interest and concern of Member States in space activities essential to economic development, environmental protection and international security.

8. In view of the growing emphasis on the role of the United Nations in providing assistance to developing countries, the United Nations Programme on Space Applications has expanded in scope and specialization. Following the

activities initiated by the International Space Year and the recommendations of the United Nations Conference on Environment and Development, contacts with Member States for both funding and sponsorship purposes have grown, as have the technical and scientific requests of Member States for training and advisory services in applications to geology, hydrology, agriculture, communications and other fields.

9. As a result of the relocation of the Office to Vienna, the head of the Office is now responsible for the implementation of the activities assigned to this Programme. In addition, the Office has been given additional responsibilities for legal issues relating to space activities, including the servicing of the Legal Subcommittee and its working groups previously serviced by the Office of Legal Affairs. The Director of the Office will be responsible for meeting the growing requirements of the United Nations relating to the progressive development of space law.

D. International Court of Justice (sect. 5, para. 5.17)

1. P-3 to P-4, Librarian

10. The responsibilities of this post include the management of a collection of about 40,000 volumes in the fields of international and foreign municipal law, an extensive collection of United Nations documents, the Nuremberg International Military Tribunal Archives and supervision of books and documents belonging to the Court deposited in the Carnegie Foundation Library. Apart from the formal management of the Library and Documentation Department, the responsibilities of the post require legal research. In addition, the Librarian, in day-to-day contacts, renders assistance in the preparation of documents, books and courses. With a staff of three that includes a deputy librarian, a library assistant and a stacks and reference clerk, the librarian also supervises and prepares various bibliographies for both internal and external purposes.

11. In recent years, the area of research covered by the librarian has broadened. This reflects the increased variety and complexity of the cases submitted to the Court. In addition, the impact of automation and computerization has revised many of the former standards of procedure. Present-day librarianship in global network surroundings requires more technical qualifications than ever before.

2. P-2 to P-3, Head of the Archives

12. The Archivist is responsible to the Registrar for the maintenance, custody and security of the Archives of the International Court of Justice and the Permanent Court of International Justice, the supervision and coordination of all functions relating to the recording and management of the Registry files, documents and publications in the two official working languages of the Courts, English and French. The Archivist will be assuming responsibility for the operation of the planned automation of the Archives.

3. P-2 to P-3, Head of the Shorthand and Typewriting Department

13. The responsibilities of this post, which have increased with the expanded workload of the Court, include the overall production of all documentation of the Court, in both official languages (English and French) according to the required norms of quality and on the basis of strict deadlines. In addition to the supervision of the day-to-day functioning of the various services, responsibilities involve both detailed and long-term planning of the workload of the documentation services, thus warranting a higher grade classification.

E. Legal activities (sect. 7, para. 7.27)

1. P-4 to P-5, Executive Officer

14. The Executive Officer is responsible for all administrative, financial and personnel matters concerning the Office of Legal Affairs. These responsibilities, carried out in accordance with the personnel and financial rules and regulations of the Organization, also cover the International Trade Law Branch in Vienna and the New York and Kingston (Jamaica) offices of the Division for Ocean Affairs and the Law of the Sea.

15. The responsibilities of this post have increased as a result of the restructuring exercise in 1992, which resulted in the former Office for Ocean Affairs and the Law of the Sea, including its Kingston Office, being brought into the Office of Legal Affairs. In addition, the Office has taken on administrative responsibilities for various Commissions and bodies established by recent Security Council resolutions.

16. At the same time, the downgrading of one administrative officer, P-4 to P-3, is also proposed.

F. Department of Economic and Social Information and Policy Analysis (sect. 9, para. 9.73)

P-5 to D-1, Chief of Environment and Energy Statistics Branch

17. In recognition of the rapidly increasing demand for environment statistics and in anticipation of further demands for environmental data and databases for policy analysis as a result of the United Nations Conference on Environment and Development, an Environment and Energy Statistics Branch was created in 1991. The Branch consists of two sections, one dealing with energy statistics and one with environmental statistics and accounting. As a result of the expansion of the work of this Branch, the post of Chief of Environment and Energy Statistics is proposed to be upgraded to the D-1 level.

18. The Chief is responsible for providing guidance and supervision in the methodological development and compilation of energy statistics, environmental statistics, integrated environmental and economic accounting and indicators of sustainable development. The Chief is also responsible for promoting the use of

integrated data systems in policy analysis for sustainable development. In so doing, the Chief collaborates with senior staff of national and international statistical and environmental agencies and represents the Statistical Division at international meetings and conferences. The incumbent also provides technical guidance for supporting technical cooperation projects in the above-mentioned fields, in collaboration with the regional commissions, specialized agencies and other international bodies.

G. Economic Commission for Africa (sect. 15, para. 15A.63)

1. P-2 to P-3, Recruitment Officer

19. Responsibilities of this post include the recruitment of staff in the General Service category and acting as secretary to the Appointment and Promotion Panel. With the delegation of authority for classification of posts up to the G-5 level to the Executive Secretary of ECA, the responsibilities of this post have increased and include participation in the administration of the job classification system for General Service posts and conducting classification reviews of posts in the General Service category as well as reviews, for accuracy and completeness, job descriptions for Professional level posts.

2. Local level to P-2, Head Nurse

20. In close collaboration with the Chief Medical Officer, the Head Nurse participates in the planning, administration and management of the ECA clinic. This post was classified at the P-2 level, in the context of the initial classification review of General Service posts at ECA, as a result of its supervisory responsibilities over the nursing staff as well as its liaison function with health-related institutions.

H. Economic and Social Commission for Asia and the Pacific (sect. 16, para. 16.49)

1. P-4 to P-5, Chief, Statistical Development Section

21. The Chief is responsible for promoting the development of statistical capability and services among countries of the region, providing leadership among other staff members in the development of sectoral statistics and assisting in all administrative and policy matters relating to the Division's work, including servicing of technical meetings.

22. The Section's responsibilities have expanded to cover new areas such as sustainable development, poverty alleviation and quality-of-life indicators. This has resulted in new and demanding requirements on the part of the secretariat to develop new approaches and orientation in its collection of data and information as well as compilation and analysis.

2. P-3 to P-4, Chief, Statistical Information Services Section

23. The principal responsibility of the Chief is to ensure that the contents of the publications are reliable, timely and relevant. Over the years, with the increased awareness of the use of statistics, the demand for usable statistics has risen significantly, thus the volume of work in the Statistical Information Services Section has increased correspondingly. This has placed increased responsibility on the head of the Section.

I. Economic Commission for Latin America and the Caribbean (sect. 18, paras. 18.68 and 18.80)

1. Local level to P-2, Economist

24. The incumbent of this post is responsible for the preparation of economic feasibility studies of the countries in the region from which economic policies could be derived, for analysing the economic evolution of a country and writing the corresponding report to be included in the Annual Economic Report. This post was classified at the P-2 level in the initial classification exercise of General Service posts at ECLAC, Mexico City.

2. Local level to P-2, Librarian

25. The Librarian is responsible for the administration of ECLAC's library in the Mexico City Office. This post was classified at the P-2 level in the initial classification exercise for ECLAC, Mexico City.

J. Economic and Social Commission for Western Asia (sect. 19, paras. 19.38, 19.55, 19.69, 19.76)

26. The four posts listed below were classified at the P-2 level in the initial classification review of General Service posts at ESCWA.

1. Local level to P-2 (Industrial Development Officer)

27. The officer conducts industrial development research and drafts reports on industrial development plans and policies, monitoring and appraising the performance of the sector in the region and identifies problems and proposes recommendations.

2. Local level to P-2 (Economic Affairs Officer) (Public Administration and Finance)

28. The officer undertakes research and prepares studies or parts thereof, as well as assisting in the Division's substantive support activities.

3. Local level to P-2 (Information Officer)

29. The Information Officer is responsible for preparing various information materials and assists in the public information and public relations activities of ESCWA.

4. Local level to P-2 (Printing Officer)

30. The officer is responsible for developing and implementing appropriate methods and practices for the timely production of documents and publications, as well as developing storage systems for material purchases; designs layouts; and oversees managerial and supervisory matters pertaining to the unit.

5. P-4 to P-5 (Senior Statistician)

31. The incumbent of this post is responsible for the development of environmental, external trade and industrial statistics necessitated by the need to expand the statistical programme as guided by the newly established Statistical Committee and for statistical training programmes conducted for the ESCWA region.

K. Department of Public Information (sect. 24, para. 24.22)

D-2 to D-1

32. A D-2 level post was reclassified to the D-1 level, in connection with the restructuring of the Department of Public Information. The classification of the post reflects the duties of the post of Deputy Spokesperson.

L. Office for Programme Planning, Budget and Finance (sect. 25B, paras. 25B.16, 25B.17, 25B.23)

1. P-5 to D-1, Chief, Contributions Section/Secretary of the Committee on Contributions

33. As Secretary of the Committee on Contributions, responsibilities include ensuring the preparation of documents for the Committee's consideration. This task requires specifying the contents of technical papers, reviewing the substance of the papers, providing guidance so as to ensure that the technical information and analysis provided responds to the mandate, meets the Committee's needs and is presented in a manner that takes into account the complexity of the issues involved.

34. As Chief of the Contributions Section, the responsibilities include ensuring that Member States are assessed promptly in respect of both the regular budget and the various peace-keeping operations and for maintaining central oversight over the status of assessed and voluntary contributions from Governments and arranging for the preparation of related periodic reports.

35. The responsibilities in both areas covered by this position have increased over the past few years. The range and complexity of the issues related to the scale of assessment have increased, while the number of peace-keeping operations and the consequent impact on the issuance of assessments and the collection of contributions have also added to the responsibilities assigned to this post.

2. P-2 to P-3, Financial Management Officer

36. The responsibilities of this post include the assessment of the effectiveness of internal control mechanisms and identifying methods for improving financial controls. The officer is also responsible for the monitoring of the implementation of audit recommendations. As a result of the knowledge and experience needed, a change in grade is proposed.

3. P-2 to P-3 Programmer/Analyst

37. The responsibilities of this post include the maintenance of computerized application systems in the areas of general accounts and payroll or portions of systems which involve normally one or more user offices. With the advent of the Integrated Management Information Systems, new techniques are required, thereby needing more sophisticated skills on the part of computer professionals, particularly in the use of relational databases and network technology.

M. Office of Human Resources Management
(sect. 25C, para. 25C.32)

1. P-5 to D-1, Chief, Professional Staffing Service

38. The responsibilities of the Chief of the Professional Staffing Service includes the planning and managing of the work programme of the Service, which is responsible for the recruitment, placement and promotion of Professional staff members. In addition, the Chief also develops strategies in line with the objectives established by the General Assembly and high-level officials in these areas. The Chief also formulates guidelines for mobility of Professional staff and for the staffing of peace-keeping missions and prepares contributions for reports to the General Assembly on the achievements of recruitment objectives.

39. As Chief of the Service, supervisory functions include overseeing a service of 3 coordinators at the P-5 level and 13 recruitment officers. In addition, the Chief is responsible for supervising the work of the Examination and Tests Section responsible for all competitive examinations and tests and the General Service Staffing Section responsible for the recruitment, placement and promotion of all staff in the General Service and related categories in New York.

N. Office of Conference Services (sect. 25E, paras. 25E.48, 25E.51, 25E.57)

1. P-5 to D-1, Head of the Verbatim Reporting Section

40. The Head of the Verbatim Reporting Section is responsible for supervising 54 Professional staff in 6 language units each headed at the P-5 level and a recording unit comprising 5 General Service staff, with the number of staff increasing during sessions of the General Assembly to 150 Professional staff and 14 General Service staff. Responsibilities also include the provision to Member States of rapid and accurate verbatim transcripts of debates in the Security Council, the General Assembly and other United Nations bodies both at and away from Headquarters in the six official languages of the Organization.

2. P-2 to P-3, Chief of the Production Control Unit

41. Production control is a key factor in the internal production process for documentation and publications. The Chief directs and guides the operations of production control in consultation with other services concerned to carry out the responsibilities of the Interpretation, Meetings and Documentation Division in meeting the daily production deadlines for documents and publications produced internally. The responsibilities of the post have expanded with the introduction of new technology relating to production control and with the development of in-house capacity for more complex printing work.

3. P-4 to P-5, Coordinator, Contractual Translation Unit

42. The Coordinator manages the contractual translation programme involving the processing (translation from and into the six United Nations official languages and other languages, revision, typing, desktop publishing and, generally, presentation in a camera-ready format) of official and non-official documents as well as developing policies and procedures used for contractual services. Additional duties that have warranted the higher level relate to training translators with no previous experience of the United Nations and ascertaining that the same quality control procedures are applied to all jobs processed.

O. United Nations Office at Geneva (sect. 25H, paras. 25H.14 and 25H.23)

1. P-3 to P-4, Chief, General Accounts Unit

43. The Chief plans, organizes and supervises the work of the General Accounts Unit. In the past few years increased responsibility has been entrusted to the United Nations Office at Geneva as a result of the expansion of existing programmes, e.g. the Department of Humanitarian Affairs and the Centre for Human Rights. As a result of this expansion and increased responsibilities a change in grade is proposed.

2. P-3 to P-4, Head, Telecommunications Unit

44. Within the framework of the United Nations global telecommunications network, the United Nations Office at Geneva plays an important role given the large number of specialized agencies and other international organizations headquartered and operating out of the Geneva duty station. The primary responsibilities of technical support include activities such as trouble-shooting, equipment maintenance, upgrades, replacements and enhancements. As a result of the expanded support to all offices within this global network, a change in grade is proposed.

P. Office of Inspections and Investigations
(sect. 25G, para. 25G.8)

1. 3 P-2 to P-3 Auditors

45. The auditors who work individually or as a leader of an audit team conduct financial, programme, electronic-data-processing and management audits of assigned operational and functional activities in accordance with established professional standards. They are also responsible for evaluating the adequacy and effectiveness of the management controls over those activities. As there is a need for a higher level of qualifications and experience in dealing with audits that are becoming increasingly complex, a change in grade is proposed.

Q. Sale of philatelic items
(Income section 3, para. IS3.25)

1. P-4 to P-5, Head of European Office (Vienna)

46. The Head of the European Office is responsible for the operations of the United Nations Postal Administration, Europe. The creation of the European Office of the United Nations Postal Administration has provided the opportunity to establish a clearly defined policy-making structure for the United Nations Postal Administration in Geneva and Vienna.

47. In order to capitalize fully on this structure, the Chief undertakes contacts with senior officials of the postal authorities in Europe and undertakes discussions with senior representatives of philatelic organizations in those countries with a view to expanding the activities of the United Nations Postal Administration into new markets or further developing the existing markets. In light of the emphasis to be given to these responsibilities as well as the overall managerial responsibilities devolving on the Chief of the United Nations Postal Administration, Europe, in administering the total income derived from the Geneva and Vienna offices, the functions of the Chief of the United Nations Postal Administration, Europe, have changed significantly to incorporate a much greater emphasis on representation activities within Europe. Besides the coordination and approval of all marketing, promotional and income-generating activities within Europe, this office is fully responsible for the budget and personnel administration and coordination of all aspects of work in the European United Nations Postal Administration office as well as the two United Nations

Postal Administration offices located in the different duty stations of Geneva and Vienna.

2. P-2 to P-3, Chief, Operations Unit, United Nations Postal Administration, Vienna

48. The Chief implements and monitors all activities in the areas of production plans, order entry and preparation and new computer installations and accounting functions. As a result of the establishment of the new United Nations Postal Administration Europe Office, the Chief of the Vienna Office will be responsible for 13 General Service level staff and, with the increased responsibility incorporated into this post, a change in grade is proposed.

R. Sale of United Nations Publications (Income sect. 3, para. IS3.52)

1. P-3 to P-4, Marketing and Product Development Manager

49. In coordination with author departments and under the supervision of the Chief of Section, the manager is responsible for coordinating the development and production of sales publications, related products and electronic versions of United Nations publications and information sources.

50. The Marketing and Product Development Manager assists the sales section in continuing with the development of new products and publications. This activity, which is currently undertaken on a piecemeal basis, will become more important as more and more electronic products, such as CD ROM and other databases are developed by author departments.

2. Sales Officer, General Service (principal level) to P-2

51. The sales officer identifies trade customers and develops trade business which accounts for 60 per cent of the Sales Section's gross sales. As a result of the need to develop the Section's computer system as well as the need to develop strategies to maximize the dissemination of United Nations sales publications as well as revenue from the sale of those publications, a change in grade is proposed.

III. ADDITIONAL PROPOSALS

52. In addition to the initial proposal included in the proposed programme budget, the reclassifications for five General Service (Other level) to G-7 (Principal level) is proposed. These five posts are located in the Department of Economic and Social Information and Policy Analysis and include one administrative assistant and four statistical assistants.

53. The classification of these posts to the principal level results from a review undertaken by the Office for Human Resources Management of the initial

classification decisions in respect of General Service posts in New York. As a result of the review, 12 posts were recommended for reclassification: 2 to lower levels and 10 for reclassification to higher levels, including 5 that would require budgetary review for reclassification to the principal level. The reclassification of the five posts was inadvertently omitted from the proposed programme budget for 1994-1995. It is proposed that these omissions be rectified.

54. The functions of these posts are as follows:

(a) Administrative Assistant in the Executive Office. The requirements of this post include the processing of all personnel and payroll actions and as such audits the personnel and payroll actions prepared by other General Service staff serving in various units of the department. As the assistant exercises technical supervision over the others, the post was classified at the higher level;

(b) Statistical Assistant in the International Trade and Transport Statistics Branch. The assistant is responsible for the collection and compilation of external trade statistics. The functions include researching data and acting as a team leader in coordinating the work of a team of statistical assistants. As a result of the post's leadership role, the post was classified at a higher level;

(c) Statistical Assistant in the International Trade and Transport Statistics Branch. The statistical assistant is responsible for the maintenance of a comprehensive database relating to movements and export prices of primary commodities. Functions include the preparation of tables for publication in the Monthly Bulletin of Statistics, the Statistical and International Trade Yearbooks as well as construction of quarterly export price indices and the periodic rebasing of indices. As this post has full responsibility for the maintenance of the database and the construction of indices, it was classified at the G-7 level;

(d) Statistical Assistant in the Energy Statistics Unit. The statistical assistant is responsible for the research and compilation of all primary, secondary, commercial and non-commercial energy commodities of 16 countries in the Middle East for publication in the Yearbook of World Energy Statistics, Energy Balances, Electricity Profiles and Monthly Bulletin of Statistics. As the responsibilities of this post include compiling energy statistics on the region as well as compiling global data on the basis of regional data already assembled by other assistants, the post was reclassified to the G-7 level;

(e) Statistical Assistant in the International Comparisons Unit. This post is the only General Service post assigned to the Unit, which was established to carry out comparisons of purchasing power and real product. The post is responsible for the maintenance of a comprehensive database containing specification and price data on durable goods and construction costs for 75 countries and for the preparation of related purchasing power parities. As the functions of the post require the application of a variety of specialized statistical and programming methods in support of the International Comparisons Project, the post was classified at the G-7 level.

IV. RESOURCE REQUIREMENTS

55. The reclassification of posts proposed in the present report would give rise to additional requirements of $1,507,900 on the basis of standard costs on a full biennial basis. This amount by budget section is as follows:

Section			Amount (United States dollars)
1.	Overall policy-making, direction and coordination	D-1 to P-5	(21 900)
3.	Department of Political Affairs	2 D-1 to D-2	44 400
5.	ICJ	P-3 to P-4 2 P-2 to P-3	48 800
7.	Office of Legal Affairs	P-4 to P-5 P-4 to P-3	(3 400)
9.	Department of Economic and Social Information and Policy Analysis	P-5 to D-1 5 OL to PL (General Service)	207 400
15.	ECA	P-2 to P-3 LL to P-2	177 900
16.	ESCAP	P-4 to P-5 P-3 to P-4	59 500
18.	ECLAC	2 LL to P-2	91 200
19.	ESCWA	P-4 to P-5 4 LL to P-2	446 900
24.	Department of Public Information	D-2 to D-1	(18 300)
25B.	Office of Programme Planning, Budget and Finance	1 P-5 to D-1 2 P-2 to P-3	84 900
25C.	Office of Human Resources Management	P-5 to D-1	21 900
25E.	Office of Conference Services	P-5 to D-1 P-4 to P-5 P-2 to P-3	84 200
25H.	United Nations Office at Geneva	2 P-3 to P-4	78 800
31.	Office of Inspections and Investigations	3 P-2 to P-3	94 500
Income section 3		P-4 to P-5 P-3 to P-4 P-2 to P-3 PL to P-2	111 100
	Total		1 507 900

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56. In addition, an amount of $385,000 would be required under section 28, Staff assessment, to be offset by an amount of $408,600 under income section 1, Income from staff assessment.

Notes

1/ Official Records of the General Assembly, Forty-eighth Session, Supplement No. 7 (A/48/7).